



**State of Arizona
Department of Education**

Tom Horne
Superintendent of
Public Instruction

M E M O R A N D U M

February 28, 2005

SPED 05-08

To: Directors of Special Education
Charter School Administrators

From: Joanne C. Phillips
Deputy Associate Superintendent
Exceptional Student Services

Peggy Staples
Data Management Specialist
Exceptional Student Services

Re: **Reporting of Tuitioned-Out Students**

Beginning in FY 2006, the submission of student detail data will be required for students who are tuitioned-out to approved private special education schools and Head Start programs. Previously, aggregate counts of membership and absence days had been reported by school and grade level using the DELREP file format.

Changes in the system will allow submission of student detail data for students who are tuitioned-out to approved private special education schools and Head Start programs through use of files generated by student management systems utilizing the Student Detail Data Interchange on Common Logon or through use of "SAIS Online," an application currently under development at ADE. In either case, those who are responsible for submitting information to SAIS will need to collect all data elements currently required for students who attend a public school and for all students who are tuitioned-out to approved private special education schools and Head Start programs. This would include all of the specific demographic information used to identify a student as well as first day of membership, entry code, FTE, special enrollment code, tuition payer, special education service participation, etc. The submission of specific information regarding each student's participation in school through use of the appropriate SAIS transactions for absence or attendance will also be required.

ADE is aware that changing requirements for reporting information for students who are tuitioned-out to private schools may require procedural changes in the manner and frequency of communication between public and approved private special education schools as well as Head Start programs and encourages LEAs to take this matter under consideration well in advance of the need to submit data at the start of the coming school year.

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For a complete overview of all required data elements, please see *Student Database Transaction Requirements – Transaction Overview* available at <http://www.ade.az.gov/sais/transoverview/TransactionOverview.pdf>.

cc: Katherine van Mourik, District Data Manager, School Finance
Karla Dunn, Charter School Data Manager, School Finance
Roberta Brown, ESS Voucher Specialist
Helen Hugo, SAIS Student Details Manager, MIS
Kristen Jordison, Executive Director, Charter School Board
Regional Training Centers